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Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Director of Training (General)

DATE: 25 September 1952

FROM : Chief, Plans and Policy Staff

SUBJECT: Weekly Activities Report -- Period 19 - 25 September 1952

I. Outstanding Achievement of the Week

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1. Project 52-54, Revision of CIA Regulation [REDACTED] Draft of revision of CIA Regulation [REDACTED] extensively revised in line with comments of the DD/TR(G). Revised draft coordinated with Staff and Division Chiefs of TR(G); now in preparation for submittal to D/TR and DD/TR(G) for approval.

II. Developmental Plans

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1. Project 52-17, [REDACTED] 25X1A
[REDACTED] was approved to fill the sixth slot in the program. Action is proceeding to [REDACTED] ment for the duration of the program.

2. Project 52-18, Training for New Personnel. Draft of proposed curriculum for the Basic Intelligence Course in front office pending review and comment by the DD/TR(G). Draft of CIA Regulation on Basic Intelligence Training is in process. Will be referred to Chief, S/PP before submittal to DD/TR(G).

3. Project 52-19, Revision of CIA Regulation [REDACTED]. Draft of revision of CIA Regulation [REDACTED] in front office pending approval of DD/TR(G). 25X1A 25X1A

4. Project 52-22, Chinese Language Project. Materials for teaching elementary and intermediate Chinese have been ordered through OGD. The titles and authors of the texts were obtained from a survey made by the [REDACTED] officer of the Contact Division, O/O. Materials will be forwarded to FDD for evaluation as they are received. 25X1A 25X1A5a1

5. Project 52-30, Seminar on International Labor Relations. [REDACTED], has been requested to contact this office as soon as he has completed his outline for a course on international labor relations.

6. Project 52-36, Language Reference Materials. Memo from Chief, S/PP and Chief, Language Services Division re subject project in preparation. Memo will be submitted to DD/TR(G) after review and comment by Chief, S/PP on return from leave.

7. Project 52-37, Collection and Source Exploitation Manual. Examination of items selected from the OGD tape runoff has been completed.

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The quest for State Department material, of which very little appeared on the tape, produced nothing at FSI and is now being carried on by [REDACTED] of Liaison. The search for Agency material has been much less encouraging and productive than that in the Armed Forces. Apparently very little has been written in CIA about collection, and what has been produced has thusfar been unobtainable. Major assistance has, however, been given most cordially by James M. Andrews, AD/CD. He has provided significant material on his own office and has arranged for the delivery of other even more basic documents.

8. Project 52-42, Commo Training Requirement. Draft of recommendation will be completed when a legal opinion pertaining to withholding funds of employees who do not complete courses is received. The Office of the General Counsel has advised us that our problem is being studied with two others of a similar nature, but they have been unable to finish the study of it due to the press of other legal work that has been publicized in the newspapers recently.
9. Project 52-43, Agency Training Requirements. Project in process.
10. Project 52-44, Mission and Functions of TLO's. Draft of CIA Regulation on TLO's, hereinafter to be referred to as Training Officers, coordinated with Staff and Division Chiefs of TR(G). Revised draft in preparation for presentation to TO's at meeting next Tuesday for review and comment, and subsequent referral to office heads.
11. Project 52-52, Mission and Functions of Chief, S/PP. Statement of mission and functions of Chief, S/PP in front office pending approval of DD/TR(G).
12. Project 52-53, Swedish-English Dictionary. Memo to DD/TR(G) pending coordination with Chief, Language Services Division and return from leave of Chief, S/PP.

III. Contributions to Other Departments and Agencies

1. None

IV. Contributions by Others

1. See II-7.

V. Requests for Special Training

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